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MAY PATRICIA WATERHOUSE
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P O BOX 119
HONOLULU, HAWAII 96810-0119

May 14, 1997

COMPTROLLER MEMORANDUM 1997-14

TO: ALL DEPARTMENT HEADS

SUBJECT: Rental of Motor Pool Cars
Honolulu Airport Inter Island Terminal

The Department of Accounting and General Services (DAGS) Automotive Management Division (AMD) will be extending a trial state car rental program at the Honolulu Airport for inter island travelers.

Motor Pool cars will be parked at the inter island parking garage and will be available for rental on a daily or monthly basis.

Agencies who have neighbor island employees traveling to Oahu on a regular basis will find the motor pool car rentals have the following advantages:

1. The motor pool cars are conveniently located for pick-up and return in the parking garage and there is no need to catch the car rental shuttle bus.
 2. The state vehicles are marked with the state seal and can park in DAGS civic center parking lots at no charge. The marked state car will also discourage the unauthorized use of vehicles rented by state employees.
 3. The cost of renting a motor pool car is less than a commercial rental. The flat rate of \$25/day for a compact (Toyota Tercel) and \$30/day for a full size (Chevrolet Lumina) includes all fuel and operating costs. Rentals are billed on a monthly basis for payment by purchase order/journal voucher.
- Agencies interested in renting motor pool cars at the Honolulu

Airport should follow these procedures:

1. Submit a written request to the AMD to establish a billing account for the programs to be charged. An estimate of the number of employees, size of car, and frequency of rentals should be provided.
2. Reservations for rentals shall be made by calling the AMD at 586-0343. Provide the name of the employee, department account to be billed, size of car requested and the date and time of pick-up and return.
3. Provide each traveling employee with a copy of the motor pool car rental procedures and maps. Since the car rental process is a "self service" one, each employee will be requested to complete a survey form on the program.

If there are any questions on the motor pool car rentals, please contact Mr. Harold Sonomura of my Automotive Management Division at 586-0343.


SAM CALLEJO
State Comptroller

Attachment

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
AUTOMOTIVE MANAGEMENT DIVISION
PROCEDURES FOR MOTOR POOL CAR RENTAL
HONOLULU AIRPORT INTER ISLAND TERMINAL

CAR PICK-UP:

1. Upon arrival, go to the ALOHA AIRLINES EXECUTIVE CLUB check-in counter in the main ticketing lobby and request for State Car Key control record. Refer to terminal map for location of ticket counter on second floor of main lobby.
2. Sign out for reserved departmental car keys and provide name, driver's license and date.
3. Locate reserved car which will be parked in designated stalls on the fourth level (4th) exit ramp area as shown on the garage map.
4. Check vehicle and note any damages or discrepancies before moving car.
5. When exiting parking toll plaza, use extreme left toll lane and use parking gate card to exit. Parking gate card should be located on visor clip in the car. DO NOT REMOVE PARKING GATE CARD FROM VEHICLE. You will be charged \$25 for each lost parking gate card.

CAR RETURN:

6. The rental charge includes gas provided by DAGS. We recommend that the gas gage level be maintained at 1/2 or more. Drivers should bring the car to DAGS Central Motor Pool at 869-A Punchbowl Street (between Queen and Halekauwila) for services between 7:00 AM - 4:00 PM, Monday thru Friday. The car can also be fueled at the DAGS Central Services baseyard located at 729-A Kakoi Street in Mapunapuna near the airport. A self-service gasoline fuel card is located in the driver's visor clip. For vehicle emergencies, call the motor pool at 586-0338/0345.
7. When returning to the interisland terminal, use the parking gate card at entry gate to enter the garage. Leave the parking gate card in the visor clip. DO NOT TAKE A SPITTER TICKET to enter the lot.
8. Park the car in the same designated stall on the fourth (4th) level exit ramp as shown on the map.
9. Complete the monthly travel log form AMD-MP-002 which is on a clipboard in the car.
10. DON'T FORGET to drop off the car keys at the designated Aloha Airlines ticket counter location and to indicate time of return on the car key record.

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
CAR KEY CONTROL RECORD

MONTH OF _____

AGENCY: _____

VEHICLE LICENSE: _____

DESCRIPTION: _____

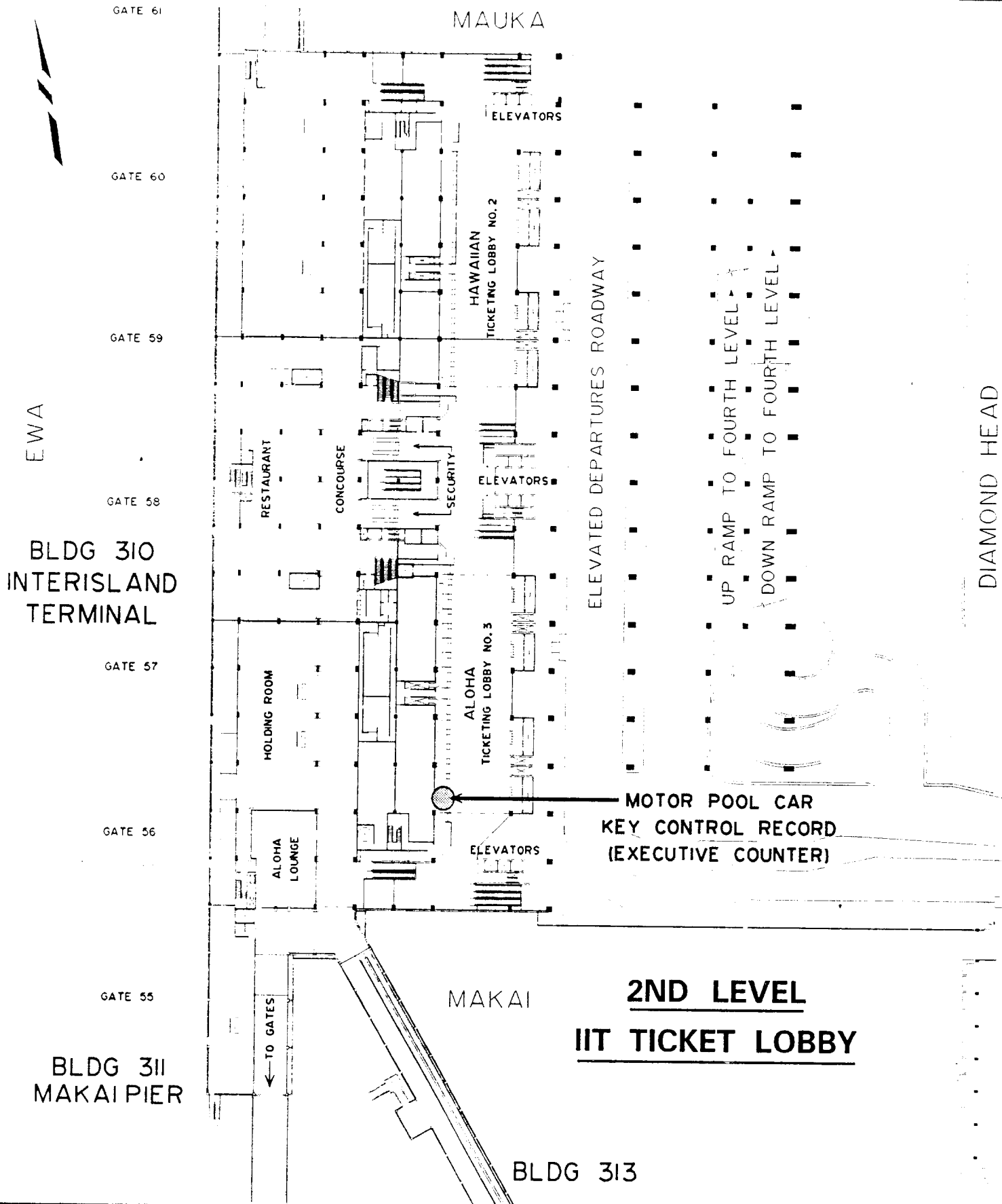
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MONTHLY TRAVEL LOG

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Total Miles Travelled:

WHITE AND YELLOW COPIES - TO MOTOR POOL
PINK COPY - TO AGENCY



AIRPORTS DIVISION

**DAGS RESERVED PARKING, 4TH LEVEL
INTERISLAND TERMINAL PARKING STRUCTURE**

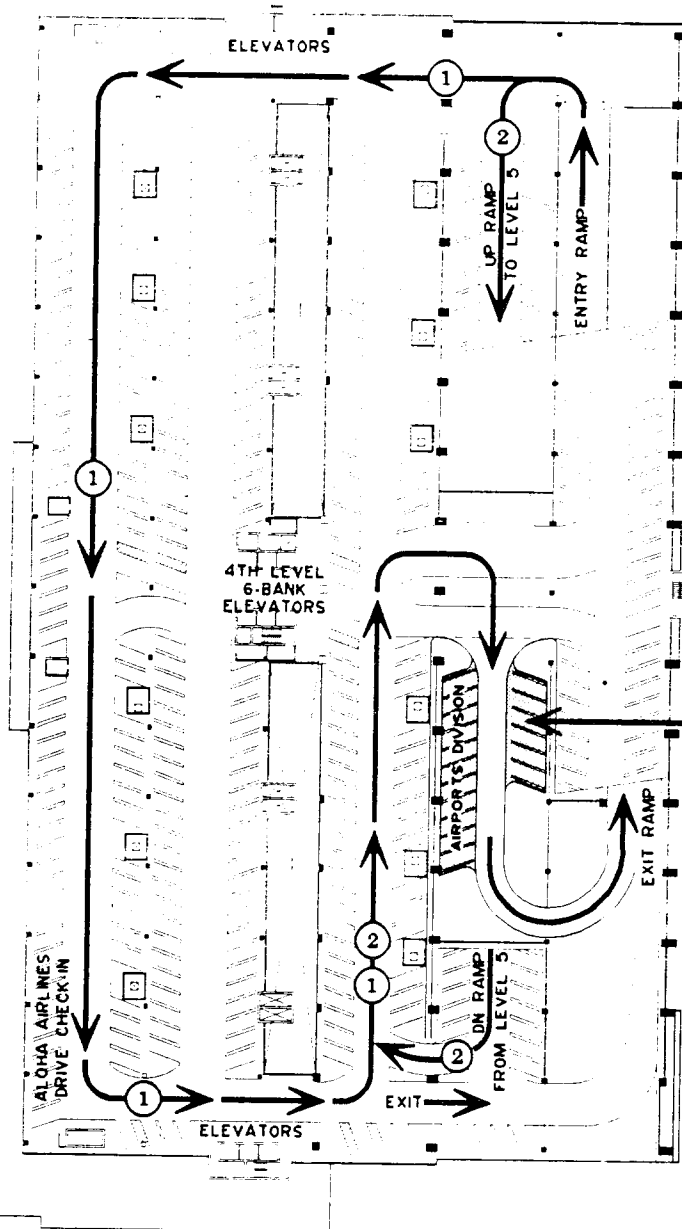
AT
HONOLULU INTERNATIONAL AIRPORT
HONOLULU, OAHU, HAWAII

DATE: SEPTEMBER 1996

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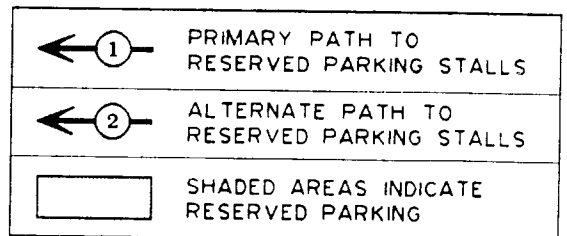
DIAMOND HEAD

INTERISLAND TERMINAL

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4TH LEVEL

IIIT PARKING STRUCTURE



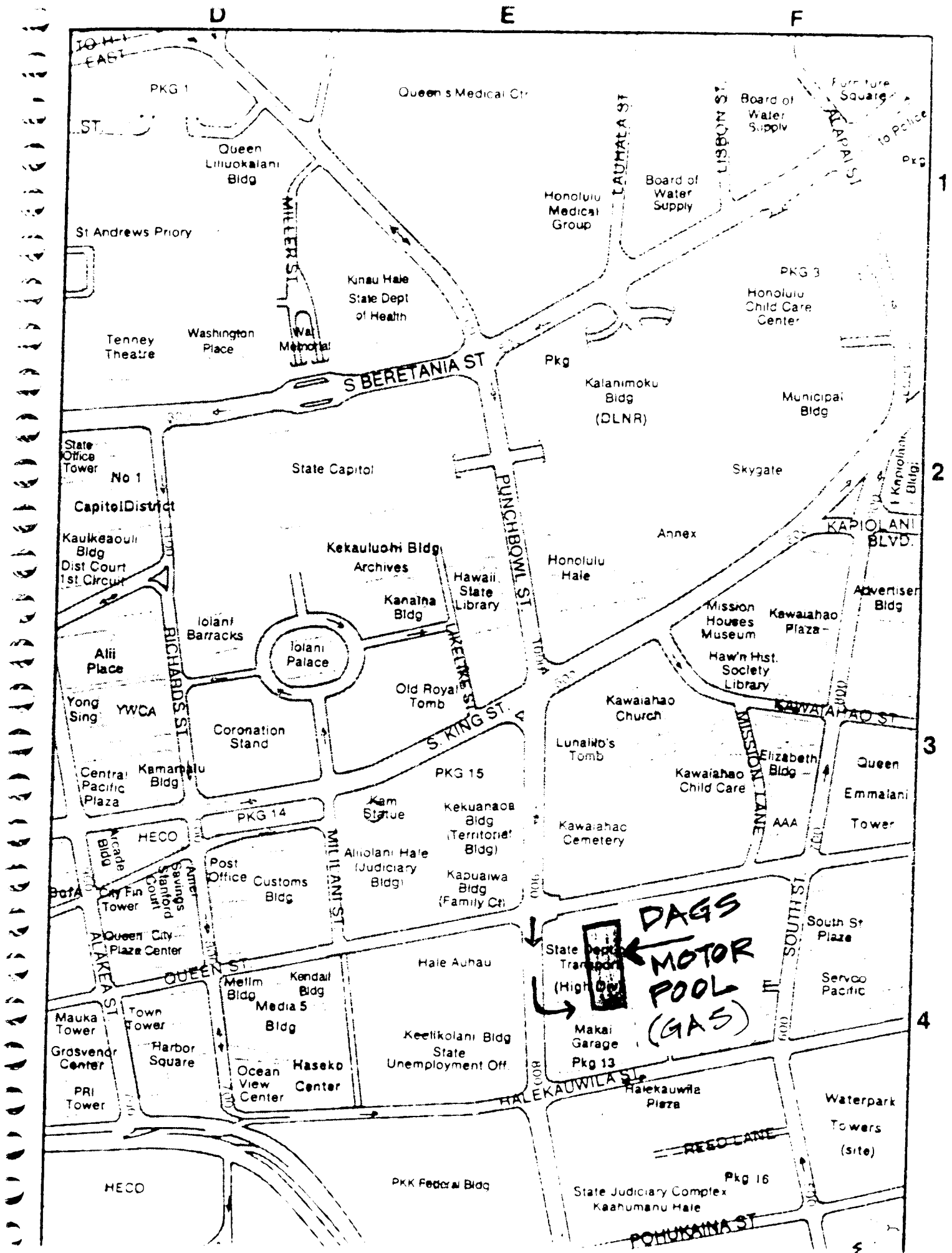
AIRPORTS DIVISION

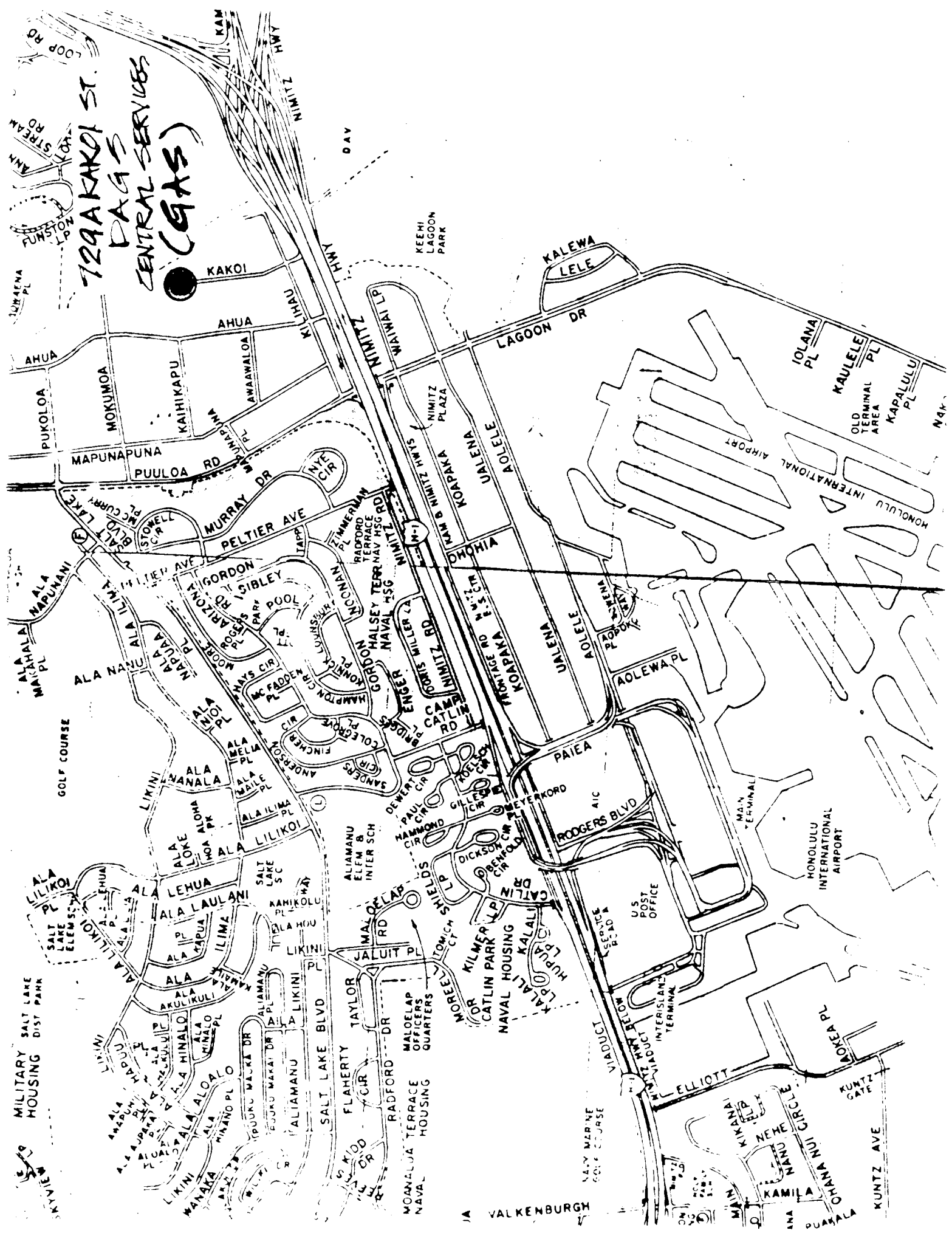
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INTERISLAND TERMINAL PARKING STRUCTURE**

AT
HONOLULU INTERNATIONAL AIRPORT
HONOLULU, OAHU, HAWAII

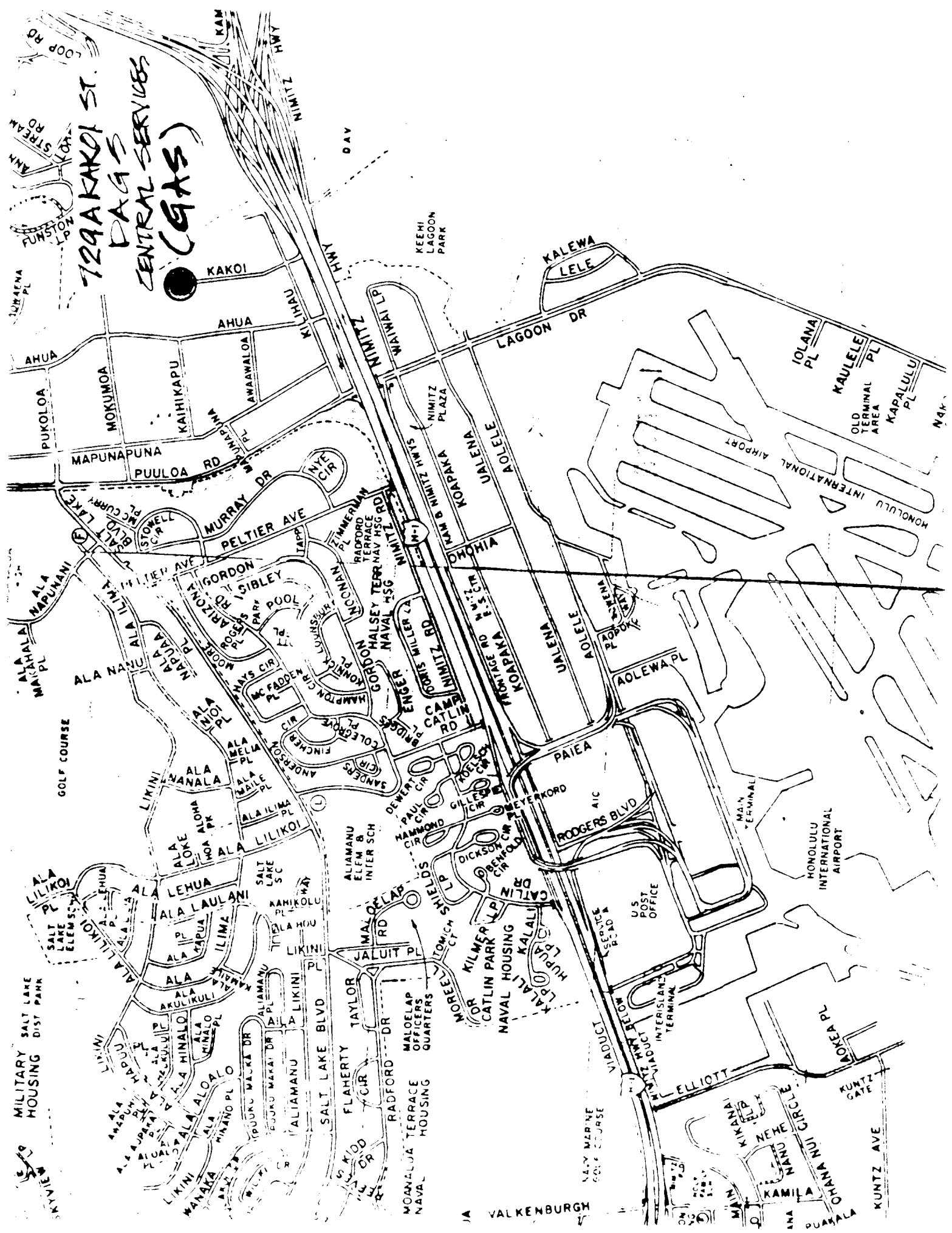
DATE: SEPTEMBER 1996

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729 KAKOI ST.
D.A.G.S.
CENTRAL SERVICES
(GAS)



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